

## GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Rules - General Rules relating to regulation of transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and SGTs and their equivalent categories in the A.P. School Educational Service Rules and A.P. School Educational Subordinate Service Rules working in the Government Schools and ZPP and MPP Schools in the State – Orders – Issued.

### EDUCATION (SE-SER.III) DEPARTMENT

G.O.Ms.No. 65

Dated:19<sup>th</sup> May, 2011

Read the following:-

From the Commissioner and Director of School Education Lr. Rc.No. 480/C3-1/2011,  
dated 13-05-2011

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#### ORDER:

In order to facilitate and regulate the transfers of Headmaster Grade II Gazetted, and teachers working in Government / ZPP / MPP schools in APSES and APSESS, Government have decided to issue rules relating to transfers.

To promote qualitative improvements, and to provide incentives to Teachers who provide dedicated services and thereby facilitate enhanced opportunities for development skills of students, Government also decided to introduce performance parameters in the transfer counseling and posting of Headmasters Gr.II (Gaz.) and teachers. Keeping in view of above the following notification is issued accordingly

The following notification will be published in the Andhra Pradesh Gazette:

In exercise of the powers conferred by Section 78 and 99 of A.P. Education Act 1982 (Act 1 of 1982) and under Article 309 of the Constitution of India, in supercession of all the earlier notifications on transfer guidelines of teachers, the Government of Andhra Pradesh hereby makes the following General Rules, regulating the transfers of the categories of Headmasters Gr.II Gazetted, School Assistants and S.G.T.s and their equivalent categories in the A.P. School Education Service Rules and A.P. School Educational Subordinates Service rules working in the Government Schools and Z.P.P. and MPP Schools in the State.

### RULES

- 1. Short Title:** These rule may be called the Andhra Pradesh Teachers (Regulation of Transfers) Rules.
- 2. Transfer counseling:**
  - (a) All Transfers shall be made by way of counseling through Transfer Committees constituted.
  - (b) The Headmasters Gr.II Gazetted / Teachers facing disciplinary cases shall be transferred to the schools located in category IV.
  - (c) The Headmasters Gr.II Gazetted / Teachers who worked in the category IV and proceeded on long leave shall be posted to the same place or other places in category IV.
- 3. Schedule of transfers:** The Commissioner and Director of School Education shall draw schedule and communicate the same to the competent authorities for effecting transfers from time to time.

**4. Competent authority for issue of posting orders :**

**5. Criteria for transfer :**

The appointing authorities concerned shall issue transfer orders based on the recommendation of the committees constituted for the purpose.

The following categories of Headmasters Gr.II Gazetted / Teachers in the Government / ZPP / MPP The posts shall be transferred :

- (a) Those who have completed 8 years service in a particular school/Panchayat/ Municipality or municipal Corporation in all schools as on 1<sup>st</sup> June of every year shall be compulsorily transferred. The completion of 8 years service shall be counted for the service rendered in a school prior and after up-gradation in respect of upgraded and bifurcated schools.
- (b) Those who are going to retire within two years as on the date of transfer counseling shall not be shifted until and unless the incumbent requests for such transfer.
- (c) The male teachers working in Girls High Schools below 50 years age.

Note: If no women HMs / Teachers are available to work in Girls Schools including High Schools, then male HMs / Teachers who are over and above 50 years age will be considered for posting to such schools.

**6. Eligibility to apply for transfer:**

Headmasters Gr.II Gazetted / Teachers who completed more than two years of service in a place / School and above as on 1<sup>st</sup> June are only eligible to apply for transfer.

**7. Entitlement points**

The points as follows shall be awarded to the Headmasters Gr.II Gazetted / Teachers who apply for transfers:

(a) Service in the Present School or Office or Institution located in the following areas as on 1<sup>st</sup> June of the year:-

- i) For service in category IV areas: Five (5) points per every year of service.
- ii) For service in Category III areas: Three (3) points per every year of service.
- iii) For service in the Category II areas: Two (2) points per every year of service.
- iv) For service in the Category I areas: One (1) point per every year of service.

**Note:-** The Habitations / Towns shall be classified into the following categories namely:-

- i) Category – I: All Habitations / Towns where 20% and above HRA is admissible.
- ii) Category –II: All Habitations / Towns where 14.5% HRA is admissible.
- iii) Category –III: All Habitations / Towns where 12 % HRA is admissible but having transport facilities.
- iv) Category-IV: All Habitations/ Towns where 12% HRA is admissible, but not having Transport facilities within a radius of 3 KMs from the school point to the bus stop / Railway station.

**Note:** The District Collector shall constitute mandal teams with M.P.D.O. M.E.O. Tahsildar and Depot Manager of

A.P.S.R.T.C. who shall finalize the category IV habitations for all mandals strictly based on field reality for claiming the above points. The list approved by the District Collector is final and shall not be modified.

- (b) Forentire Service: One point for every Five (5) years of service in the total service in all categories as on 1<sup>st</sup> June of the year.
- (c) The President and General Secretary of the recognized teachers' Unions at the State and District Levels are eligible for 10 points.
- (d) For teachers who are affected by **Rationalization** process are eligible for 15 points.

**Note:-** The seniority in the cadre is to taken into account when the entitlement points of different persons are found equal.

## **8. Special categories**

- (a) Ten (10) points for the Headmasters Gr.II Gazetted / Teachers, who are retiring with in 2 years as on the date of counseling.
- (b) Ten (10) points for un-married Headmistress Gr II / female Teachers.
- (c) Ten (10) points for Headmasters Gr.II Gazetted / Teachers, whose spouses are working in State Government or Central Government or Public Sector under takings or Local Body or Aided Institutions in the same District and opted for transfer nearer and towards to their spouses, only once in 8 years (this is applicable only in respect of one of the spouses) and an entry be made in SR.

**Note:** A copy of certificate issued by the competent authority shall be enclosed to the check list to consider their cases under special category (iii).

## **9. Preferential Categories**

- (a) Physically handicapped i.e., those with not less than 70% ortho-handicap./ Visually challenged/ Hearing Impaired
- (b) Widows.
- (c) Legally separated women.
- (d) The Headmasters Gr.II Gazetted / Teachers who are now suffering with the following diseases certified by Specialized Institutions for the concerned diseases as specified by the Commissioner and Director of School Education in consultation with the Director of Medical Education:
  - I. Cancer.
  - II. Open Heart Surgery.
  - III. Neuro-Surgery.
  - IV. Bone T.B.
  - V. Kidney Transplantation.

- (e) Applicants with dependant children who are mentally retarded and are under treatment.
- (f) Applicants with dependant children suffering Juvenile Diabetes and children suffering with Holes in the Heart by birth and are under medical treatment available only at specified places to which they are seeking transfers.

**Note 1:** For this purpose, a copy of the certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the check list for consideration of preferential categories.

**Note 2:** The benefit of preference shall be given once in 8 years to the above categories and in entry be made in SR.

- (g) The Headmasters Gr.II Gazetted / Teachers who are working as NCC officers should be continued in the same school on their request if no vacancy is available in other schools having NCC unit.

## **10. Performance parameters**

To provide incentives, improve performance, promote team work among Headmasters Gr.II Gazetted / Teachers for securing a better future for the students, the Government have decided to introduce performance parameters to be considered and weightages accordingly introduced in the counseling as follows:

For promoting co-curricular/extra Curricular activities in the Preceding Academic year in School Games organized by SGF and Science Fairs organized by the Department:

### **(a) Participation:-**

- i) Participated and sponsored not less than Five (5) children for District Level Competitions – 2 points.
- ii) Participated and sponsored not less than Three (3) children for State Level Competitions – 2 points.
- iii) Participated and sponsored not less than Two (2) children for National Level Competitions – 2 points.

### **(b) Achievement:-**

- i) Atleast Two (2) students receive awards at district level – 3 points.
- ii) Atleast One (1) student receive award at State level – 3 points.
- iii) Atleast One (1) student receive award at National level – 3 points.

### **(c) For Achievement in SSC Public Exams:**

- i) 50-60 % of students secure 1<sup>st</sup> class – 4 points.
- ii) 61-70 % of students secure 1<sup>st</sup> class – 6 points.
- iii) 71-90 % of students secure 1<sup>st</sup> class – 8 points.
- iv) 91-100 % of students secure 1<sup>st</sup> class – 10 points.

**Note 1:** points will be awarded to HM and all the teachers concerned in the school under Para (12) provided that:

- a) The attendance of the teacher is 80% and above and covered the syllabus as per schedule.
- b) Any Teacher who has been awarded/confirmed a punishment/warning for grave irregularities will not get any entitlement points for 4 years.
- c) The competent authority shall record all such facts in the SRs of the concerned HMs/Teachers.
- d) The teacher who furnishes false information and HM who attests it, shall be liable for disciplinary

action and for falsification of records, apart from being transferred to category IV vacancies.

**Note 2**:- The Deputy Educational Officers in respect of High Schools and the Mandal Educational Officers in respect of Primary and Upper Primary Schools shall attest the performance of the teachers of Government and ZPP/ MPP Schools respectively which shall be submitted with Attestation of Headmaster concerned.

**Note 3**:- The Commissioner & Director of School Education shall take action well in advance and provide checklist proforma and software accordingly.

**11. Notification of vacancies and names of the applicants:**

(a) The following lists should be notified in the website [www.dseap.gov.in](http://www.dseap.gov.in) and also should be displayed at the O/o RJDSE and DEO concerned:

- i) The lists of category wise schools (category I, II, III and IV),
- ii) The list of names of the Headmasters Gr.II Gazetted / Teachers who applied for transfer with entitlement points.
- iii) The School wise vacancy position of Headmasters Gr.II Gazetted / S.As / SGTs and equivalent category vacancy list (for counseling purpose).

**Note:** The competent authorities shall notify the vacancies with the approval of Commissioner and Director of School Education, A.P., Hyderabad.

(b) After the last date for applying transfers as per schedule, the list shall be prepared using software for generating the entitlement points management wise, category wise, subject wise, medium wise preferential category wise and display the seniority list with entitlement points in the website i.e, [www.dseap.gov.in](http://www.dseap.gov.in) and also in the notice board.

**12. Applications on line**

The Headmasters Gr.II Gazetted / Teachers who have completed two (2) years of stay in a particular School/ place as on 1<sup>st</sup> June of the year and who are interested for transfer shall apply through Online [www.dseap.gov.in](http://www.dseap.gov.in). The particulars furnished in the proforma shall be final and no modification shall be allowed.

**Note:** If any Headmasters Gr.II Gazetted / Teachers who is considered under rule 5 but has not submitted application through on line or not attended the counseling or who are on leave but completed eight (8) years of stay in a particular place have not submitted the application, they will be transferred to the available left over vacancies.

**13.Check list to be Submitted:**

(a) Headmasters Gr.II Gazetted / Teachers who apply for transfer shall obtain a print out from the [www.dseap.gov.in](http://www.dseap.gov.in) and the check list shall be submitted to the respective authorities and copy of the print out shall be kept with them. The particulars furnished in the proforma shall be final and no modification is allowed.

(b) Application form shall be filled up by the applicant Teacher / Head Master Gr. II and submit to the mandal Educational Officer / HM/ Dy. E. O for verification of the particulars.

- i) Teachers working in Primary and UP Schools

- shall submit to the respective Mandal Educational Officer.
- ii) Teachers working in High Schools shall submit to the respective Head Master of the High School.
  - iii) Head Masters of High Schools shall submit to the respective Deputy Educational officer.
  - (c) The teachers seeking transfer under preferential category should submit the latest relevant certificates.
  - (d) The MEO / HM/ Dy. E. O., shall verify the particulars with original records and certificates and after satisfying the MEO / HM shall issue a reference number.
  - (e) The MEO / HM / Dy. E. O. shall maintain a register with the particulars of applicants with allotted reference number to each applicant teacher / HM.
  - (f) After verification by the Mandal Educational Officer / HM / Dy. E. O., the teachers / HMs shall make entries in online application form transfer.
  - (g) The MEO/ HM / Dy. E. O. in turn should submit the check lists / application form print outs along with relevant certificates submitted by the applicant teachers to the DEO duly verifying with original records once again with reference number issued buy him / her and attest the check lists / application form print outs received on that day.

**14. Receiving of Objections**

After display of the provisional seniority list, the objections if any, will be received through Online and also a printout with supporting evidence as per schedule at the office of the DEO.

**15. Verification of Objections**

- (a) The DEO should constitute verification teams in sufficient Number with identified officers / HMs
- (b) During the verification, the verification teams should verify certificates pertaining to the preferential categories and special categories and certify the correctness of the same.
- (c) After thorough verification by the teams and DEO, on the objections received and satisfying the rules with the evidence of support, the grievances shall be redressed and to that effect, the entitlement points to be corrected. Such redressals shall be informed to the concerned applicant.

**16. Committee, Competent for Transfer**

**(I) For Transfer of Head Master Gr. II Gazetted in Government High Schools**

- (a) Senior Officer of the Department nominated by the Director of School Education, not below the rank of a Joint Director.
- (b) The Regional Joint Director of School Education concerned or his nominee as the Member Secretary.
- (c) The District Educational Officer concerned as a Member: (Senior Most Officer Shall be the Chairman)
- i) The Committee shall be the competent authority for transfer of all Headmasters Gr.II Gazetted in the Government High Schools in the respective Zone the transfer shall be

	effected within the Zone by way of counseling.
ii)	The Regional Joint Director of School Education concerned shall be the competent authority to issue posting and transfer orders of the Headmasters Gr.II Gazetted working in Government High Schools, after the approval by the Committee.
(II) For Transfer of Head Master Gr. II Gazetted in Zilla Parishad High Schools	<ul style="list-style-type: none"> <li>(a) Chairman, Zilla Parishad – Chairman</li> <li>(b) Collector/ Joint Collector – Member</li> <li>(c) RJDSE or his nominee -- Member Secretary</li> <li>(d) Chief Executive Officer- Z.P. – Member</li> </ul>
	i) The Committee shall be the competent authority for transfer of all Headmasters Gr.II Gazetted in the ZP High Schools in the District.
	ii) The Regional Joint Director of School Education concerned shall be the competent authority to issue transfer orders of the Headmasters Gr.II Gazetted working in ZP High Schools, after the approval by the Committee.
(III) For Transfer of Teachers in Government High Schools	<ul style="list-style-type: none"> <li>(a) Collector / Joint Collector -- Chairman</li> <li>(b) Chief Executive Officer Z. P. - - Member</li> <li>(c) District Educational Officer – Member Secretary</li> </ul>
(IV) For Transfer of Teachers in Zilla Parishad / MPP Schools	<ul style="list-style-type: none"> <li>(a) Chairman, ZP -- Chairman</li> <li>(b) Collector / Joint Collector -- Member</li> <li>(c) Chief Executive Officer Z. P. - - Member</li> <li>(d) District Educational Officer – Member Secretary</li> </ul> <p><b>Note:</b> The District Educational Officer concerned shall be competent authority to issue transfer orders to all the teachers working in the Government Schools and ZPP / MPP Schools after the approval by the Committee.</p>
<b>17. Issue of transfer orders</b>	Based on the recommendations of the respective committees, the appointing authorities concerned shall issue posting orders to all the HMs/ Teachers of one category in one proceedings only, duly enclosing the names of the teachers transferred and places of postings on transfer in one annexure. No individual transfer orders shall be issued. Headmasters Gr.II Gazetted / Teachers shall not be posted in the Schools located in the same Gram Panchayat/ Municipality/ Municipal Corporation. In respect of Hyderabad District, this condition is not applicable.
<b>18. Place of postings</b>	
<b>19. Date of Relief &amp; Joining</b>	The Headmasters Gr.II Gazetted / Teachers who are on transfer should be relieved from the present place of working on receipt of the transfer orders and join in the new school where they are posted, in the next day of the counseling. Teachers can not claim compulsory wait under any circumstances for any reason.
<b>20. Display of transfers Effected</b>	<ul style="list-style-type: none"> <li>(a) The transfers effected shall be displayed on Website and also at the office of RJDSE, DEO and ZP after completion of counseling.</li> <li>(b) In all the orders of the transfer the condition is to be included that the orders shall be subject to outcome of SLP of Hon'ble Supreme Court of India and other cases pending.</li> </ul>

- (c) The teachers / HMs who are to be compulsorily transferred and who do not attend for counseling, shall be given posting orders absentia to the left over vacancies at the end of the counseling of that particular category of teachers, in the presence of Committee and in the counseling hall without fail.

**21. Review**

Once transfer orders are issued by the competent authority with the approval of the Committee, review or modification of orders shall not be considered, either by the Committee or by the Competent authority . The person should join in the place of posting. Avoiding of posting orders and applying for treatment of waiting period as compulsory wait will not be entertained under any circumstances

**22. Appeal**

- (a) An appeal against the orders of the DEO shall lie with the RJDSE concerned, and an appeal against the orders of the RJDSE shall lie with the C&DSE. Such appeal should be submitted within 10 days.
- (b) All such appeals shall be disposed off by the Appellate authorities concerned within 30 days from the date of receipt of the appeal.

**23. Powers of the Commissioner and Director of School Education**

- (a) The Commissioner and Director of School Education may either suo-moto or on an application received from any person aggrieved by the orders of the Transfer Committee may call for and examine the records in respect of any proceedings of transfer to satisfy himself about the regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be modified, annulled or reversed or remitted for reconsideration, he may pass orders accordingly or remand the case with any direction so as to rectify any violation of rules or discrepancy. Such orders shall be implemented by the authority concerned.
- (b) The Commissioner & Director of School Education may stay the implementation of any such proceedings, pending exercise of its powers under sub-rule (1) above.

**24. Punishment for furnishing false information:**

Anybody who has submitted false information and certificates, and the officers who have countersigned such false information, shall be liable for disciplinary action in addition to prosecution, as per rules.

**25. Punishment for violating the rules**

The Member-Secretary who has issued orders in violation of these rules or instructions issued by Director of School Education from time to time in the matter shall be liable for disciplinary action as per rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. D. SAMBASIVA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director, Printing, Stationery & Stores Purchases, A.P. Hyderabad (for Publication in the A.P. Gazettee and for supply of 1500 copies)

The Commissioner & Director of School Education, A.P. Hyderabad  
All Regional Joint Directors of School Education.

All the District Collectors.

All the District Educational Officers.

**Copy to:**

The General Administration (Ser.) Department / Finance Department /  
MA &UD Department / PR & RD Department / Social Welfare Department.

The Commissioner, Panchayat Raj / Commissioner & Director, Municipal Administration /  
Commissioner, Social Welfare / Tribal Welfare, Hyderabad.

All Sections in School Education Department.

All Recognized Teachers Associations in the State, through the Director of  
School Education, Hyderabad.

The Special Secretary to Chief Minister.

The OSD to Minister for (SE)/(PE)

PS to Principal Secretary (SE)/(PE).

SC/SF

// FORWARDED :: BY ORDER //

SECTION OFFICER